

REQUEST FOR CONTROL AGENCY ISIS USERID - AGPS/CFMS
ISF018 ELECTRONIC FORM INSTRUCTIONS

Rev. 12/13

This form is currently designed for the establishment and maintenance of AGPS/CFMS security. Security for the AFS financial system must be established on a separate form (ISF022). Both forms must be completed for users of both systems unless the AGPS/CFMS user should only have inquiry access to the AFS system.

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| <u>Current USERID:</u> | Current USERID assigned to the user for which a change is requested. If new request, leave blank. |
| <u>First Name:</u> | Name to be assigned to user Identification (USERID). |
| <u>Last Name:</u> | Name to be assigned to user Identification (USERID). |
| <u>Work Telephone:</u> | Work telephone number where user can be reached. |
| <u>Title:</u> | Title of position USERID occupies. |
| <u>Internet E-mail Address:</u> | Internet E-mail address where correspondence may be sent electronically. |
| <u>Home Agency No.:</u> | The AGPS/CFMS agency number (requisitioning unit, purchasing or contracting agency) at which the user is located. |
| <u>Supervisor's Name:</u> | Name of the person responsible for supervision over the user's duties. |
| <u>Work Mailing Address:</u> | Work mailing address where correspondence may be sent through the United State Postal Service. |
| <u>Agency/Dept. Name:</u> | The name associated with the agency number specified below. |
| <u>BUNDL Mailcode(s):</u> | The BUNDL mailcodes for which you require view access. If numerous mailcodes are required, you may use the "comments" boxes. All BUNDL codes should be prefixed with ISP if for AGPS and ISC if for CFMS. Write "NONE" if BUNDL access is not needed. |
| <u>Action (box):</u> | <i>Check only one of the following unless changing permissions and BUNDL mailcodes.</i> |
| New USERID | Add new USERID. |
| New to AGPS/CFMS | Uses existing ISIS USERID to establish selected permissions for AGPS and/or CFMS. |
| Name Change | Change name on USERID. |
| Chg. Home Agency | Change the Home Agency Number for an existing USERID. |
| Chg. Sec. Grps. | Change USERID's security groups to those currently on form. (Completely replaces previous groups). |
| Add BUNDL Codes | Add BUNDL mailcodes for USERID to those previously established. (Mailcodes on original form, previously submitted, will remain). |
| Chg. BUNDL Codes | Change BUNDL mailcodes previously established for USERID to those currently on form. (Completely replaces previous mailcodes). |
| Del. USERID | Delete USERID from system. |

AFS Inquiry:(box):

If requested AGPS/CFMS userid should also have inquiry access into the AFS system, check YES and a STAB entry will be added in the AFS system with the INQUIRY1 profile. If requested AGPS/CFMS userid should not have any access into the AFS system, check NO. If requested AGPS/CFMS userid should access into the AFS system with other than the INQUIRY1 profile, leave this box blank and also submit an ISF020 form.

State Purchasing Only:

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| PBYR | Allows requisition updates, solicitation preparations, order creation and updates, and entry of manual document approval requests. Also allows contract entry, reprocurement, and maintenance and some extended purchasing processing provided for central purchasing. |
| PBDL | Allows entry and maintenance of State Purchasing bidder vendor information which includes additional information about purchasing vendors, bidder vendor enrollment payments and fee status, vendor commodity enrollments and geographic areas serviced. |
| BIDR | Allows entry of vendor bid responses. |
| PREF | Allows maintenance of purchasing reference files: <ul style="list-style-type: none">- Commodity file.- Additional purchasing vendor data.- Text data (terms and conditions, special text). |
| FADM | Allows maintenance of purchasing edit and validation tables, process/navigation tables, approver tables. |

SIS Only:

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| SADM | Allows maintenance of application control tables which either cross responsibility areas between the purchasing and the financial system, or which contain data that must be coordinated with another system. This includes maintenance of agency headers and security tables. |
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OIS Technical Groups:

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| TADM | Allows maintenance of application technical control tables. |
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Contractual Review Only:

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| OCR1 | Allows maintenance of screens for the Office of Contractual Review. |
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Special Authorizations:

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| APRV/PAPV | Allows approving of AGPS/CFMS documents. Note: Agency must establish approval records on BAPV in order for approvals to be built by the system. |
| TEXT | Allows status changes on text records. |
| COMM | Allows status changes on commodity records. |
| BAPV | Allows changes to approval type and status on approval records. |
| BLBL | Allows changes to accounting distribution label table. |
| OWLK | Allows changes to object code crosswalk table. |
| XWLK | Allows changes to accounting detail crosswalk table. |

Optional Permissions: The following groups may be selected by any AGPS/CFMS user.

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| VNDE | Allows entry of new vendor records. However, vendors can only be activated by OSRAP. |
| SECI | Allows inquiry access to nearly all security related screens in AGPS. |
| INQR | Allows inquiry access to nearly all screens in AGPS/CFMS. Users will be restricted to viewing only documents belonging to agencies for which they have been authorized on the ISIS Purchasing/CFMS Access Authority form (ISF008). All users will be given inquiry access at a minimum. |

Urgent This box should only be selected when a processing deadline would not otherwise be met.

An ISF008 form MUST also be submitted when requesting a new USERID. An ISF008 form is not needed when deleting an existing USERID or changing security groups or authorizations.

This form must be completed by the Agency Security Administrator or Security Administrator Alternate before a USERID will be established, modified, or deleted.

This form must be printed before being submitted via the web. The copy must be signed by the Agency Security Administrator or Security Administrator Alternate and retained by the agency for audit purposes.